

**DATE OF LAST REVISION: June 02, 2006**      **CONTRACT END DATE: April 30, 2007**

Copy to: Clerk of the Board  
Stacey Haggart, Human Services  
Suzanne Ledy, Human Services  
Mirheta Muslic, Materials Management

SPECIFICATIONS ON INVITATION FOR BID FOR: **COMPUTER LAB MOBILIZATION AND LAN TECH. – HUMAN SERVICES**

1.0 **INTENT:**

Maricopa County Human Services Outplacement Services Team is requesting bids for mobilization support services for its mobile computer lab. Mobilization will consist of Pick-up, Transport, Network Configuration and On-Site LAN Technician Support. Applicable transportable equipment is identified in Exhibit 3 and Exhibit 4.

Maricopa County's will reserve the right to award in whole, part, or multiple award with designation of a Primary and Secondary vendor.

1.1 **BACKGROUND – PROGRAM SPECIFICATIONS**

**Outplacement Services for Businesses:**

Maricopa County's Outplacement Services Team (MCOST) upon request designs and delivers outplacement programs to local employers. MCOST offer services that include individual career search campaign management, individual or executive coaching, counseling, skills and abilities assessments, resume creation, job development and workshops. MCOST offers a range of programs that are sensitive to our clients' organizational and strategic needs. MCOST programs are designed to be efficient for all employee levels-from executives to hourly-paid employees, and from one person to multi-plant closures.

MCOST team provides customized solutions so that the message of termination is accomplished with dignity and respect and the transition is smooth as possible. With years of experience in a variety of business environments, the MCOST team will work with all levels of staff to customize a plan to deliver the difficult message of termination with the effected individuals and the rest of the company. MCOST assists management in developing specific plans to ensure that the remaining staff feels engaged in their work and confident about their positions and the direction of an organization.

1.2 **FREQUENCY – USAGE RATES**

The Maricopa County Outplacement Services program is a new function of Human Services. The actual number of engagements is difficult to predict at this time. Based on historical use to this point, it is anticipated that awarded vendor could expect on average of (1) One Engagements per month.

Typical engagements will vary greatly. Durations of individual engagements may have durations from (1) One Day to Multiple Days, to Weeks and may overlap each other, with multiple engagements running simultaneously.

2.0 **TECHNICAL SPECIFICATIONS:**

2.1 **MOBILIZATION/DEMOBILIZATION REQUIREMENTS:**

2.1.1 **TRANSPORTATION**

2.1.1.1 Selected vendor(s) must be capable of supplying reliable transportation capable of safely transporting equipment as designated in **Exhibit 2 – EQUIPMENT INVENTORY DATA.**

2.1.1.2 Designated vehicle shall be equipped with ramp, lift, or equal, capable of safely loading and unloading Equipment Transportation Cart as designated in **Exhibit 4 – SECURE EQUIPMENT TRANSPORT CART SPECIFICATIONS**

2.1.1.3 Designated vehicle must be securable and capable of isolating Equipment Cart for during transport.

2.1.1.4 **Vendor must include with their bid full specifications for their proposed vehicle.**

Selected vendor(s) must show proof of ownership or lease of applicable designated vehicle. If leased, vendor must present proof of lease term equal to/consistent with the term of the contract.

## 2.1.2 SCHEDULING

It will be MCOST intent to provide a minimum of (5) Day's notice of applicable scheduling. To include Mobilization, Delivery, Duration and De-Mobilization expectations. However, requirements may exist that necessitate less lead time. Prospective vendors will be asked to provide rates for:

**Standard Scheduling** (Minimum of (5) Five Day in Advance Scheduling)

**Expedited Scheduling** (Scheduling of engagements with less than (5) Five Days Notice)

## 2.1.3 LOCATIONS

Home Base Location for Equipment:

MWC Career Center  
735 N. Gilbert Rd., Ste. 134  
Gilbert, AZ. 85234

When not Mobilized Equipment will be stored at the location named above. Typical hours of operation are 7:30 am to 4:30 pm Monday through Friday (Excluding County Recognized Holidays.)

## 2.1.4 DELIVERY

2.1.4.1 Delivery shall be deemed complete upon safe and secured delivery of Equipment Cart to designated location and/or designated home base.

2.1.4.2 Set-Up Requirements as designated in Section 2.2 may be accomplished with personnel other than assigned to transport. This will be at the vendor(s) discretion.

**In your response please designate whether Transport and PC LAN Technician (as applicable to Set-up) will be different personnel.**

## 2.2 SET-UP AND TAKE DOWN REQUIREMENTS

Set-up Requirements shall be administered by certified PC LAN Tech personnel.

Set-up and Take Down Requirements may consist of some or all of the following:

- Removal of applicable IT related hardware from equipment cart.
- Set-up of up to (20) Twenty Laptop computers (per Exhibit 2) and as applicable configure network and confirm functionality.
- Configure for print functions and confirm functionality.
- Work with applicable staff to configure Internet options to include wireless connectivity options with laptops and/or server.
- If wireless connections are accessible, configure and test server for wireless connectivity and functionality. If wireless connectivity is not available, configure and test server for wired connectivity and functionality.

- When lab is complete:
  - 1) Reset equipment to original configuration settings (if changed)
  - 2) Disconnect and securely pack all applicable equipment in Equipment Cart for transport.

## **2.3 PC LAN TECHNICIANS**

Maricopa County Human Services may require, beyond Set-up and Take Down requirements, (as specified in Section 2.2) dedicated PC LAN Technician services for all or part of the applicable engagements. Respondents are required to provide applicable hourly pricing for dedicated PC Technician services, per zone, as designated in Attachment A – Pricing (Section 1.3).

### **2.3.1 PARTNERING**

Maricopa County will consider bids that propose partnering agreements between multiple firms as it relates to the supplying of PC LAN Technicians and/or Mobilization Services as applicable, providing that there is a clearly definable prime, and the relationships and terms of partnering agreements are fully disclosed and documented.

### **2.3.2 QUALIFICATIONS**

PC LAN Technicians to be supplied for this contract must meet or exceed minimum qualifications as designated in Exhibit 4. Please include any applicable Resumes of individuals proposed to serve the role of PC LAN Technician.

Maricopa County Human Services and/or Materials Management will reserve the right to review qualifications for individuals designated to serve the role of PC LAN Technicians throughout the term of this agreement.

## **2.4 ZONE PRICING STRUCTURE:**

Per Attachment A Pricing, pricing should be submitted in Zoned Pricing Structure as follows:

ZONE 1 PRICING:	0-25 Miles
ZONE 2 PRICING:	26-50 Miles
ZONE 3 PRICING:	51-100 Miles

All mileage will be determined from reference point of Home Base Location (Section 2.1.3)

## **2.5 USAGE REPORT:**

The Contractor shall furnish the County a quarterly usage report delineating the acquisition activity governed by the Contract. The format of the report shall be approved by the County and shall disclose the quantity and dollar value of each contract item by individual unit.

## **2.6 TAX:**

No tax shall be levied against labor. Bid pricing to include all labor, overhead tools and equipment used, profit, and any taxes that may be levied. It is the responsibility of the Contractor to determine any and all taxes and include the same in bid price.

## **3.0 SPECIAL TERMS & CONDITIONS:**

### **3.1 CONTRACT LENGTH:**

This Invitation for Bids is for awarding a firm, fixed price purchasing contract to cover a One (1) year period.

**3.2 OPTION TO EXTEND:**

The County may, at their option and with the approval of the Contractor, extend the period of this Contract up to a maximum of Four ( 4 ), one (1) year options. The Contractor shall be notified in writing by the Materials Management Department of the County's intention to extend the contract period at least thirty (30) calendar days prior to the expiration of the original contract period.

**3.3 ESCALATION:**

Any request for reasonable price adjustments must be submitted thirty (30) days prior to the Contract expiration or Anniversary date. Justification for the requested adjustment in cost of labor and/or materials must be supported by appropriate documentation and fall within the Producer Price Index for the commodity. Increases are subject to approval in writing by the Materials Management Department prior to any adjusted invoicing being submitted for payment.

**3.4 EVALUATION CRITERIA:**

The evaluation of this Bid will be based on, but not limited to, the following:

3.4.1 Compliance with specifications

3.4.2 Price

3.4.3 Determination of responsibility

The County reserves the right to award in whole or in part, by item or group of items, by section or geographic area, or make multiple awards, where such action serves the County's best interest.

**3.5 INDEMNIFICATION AND INSURANCE:**

**3.5.1 Indemnification.**

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees and costs, relating to this Contract.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

The scope of this indemnification does not extend to the negligence of the County.

**3.5.2 Insurance Requirements.**

Contractor, at its own expense, shall purchase and maintain the herein stipulated minimum insurance with companies duly licensed, possessing a current A.M. Best, Inc. Rating of B++6, or approved unlicensed companies in the State of Arizona with policies and forms satisfactory to the County.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of the County, constitute a material breach of this Contract.

The Contractor's insurance shall be primary insurance as respects the County, and any insurance or self-insurance maintained by the County shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect the County.

The Contractor shall be solely responsible for the deductible and/or self-insured retention and the County, at its option, may require the Contractor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

The County reserves the right to request and to receive, within ten (10) working days, certified copies of any or all of the herein required insurance policies and/or endorsements. The County shall not be obligated, however, to review such policies and/or endorsements or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of the County's right to insist on strict fulfillment of Contractor's obligations under this Contract.

The insurance policies required by this Contract, except Workers' Compensation, shall name the County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

The insurance policies required hereunder, except Workers' Compensation, shall contain a waiver of transfer of rights of recovery (subrogation) against the County, its agents, representatives, officers, directors, officials and employees for any claims arising out of Contractor's work or service.

3.5.2.1 Commercial General Liability. Contractor shall maintain Commercial General Liability insurance with a limit of not less than \$1,000,000 for each occurrence with a \$2,000,000 Products/Completed Operations Aggregate and a \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Contract which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 00 01 10 93 or any replacements thereof.

The policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, or any provision which would serve to limit third party action over claims.

The Commercial General Liability additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc.'s Additional Insured, Form CG 20 10 11 85, and shall include coverage for Contractor's operations and products and completed operations.

If the Contractor subcontracts any part of the work, services or operations awarded to the Contractor, Contractor shall purchase and maintain, at all times during prosecution of the work, services or operations under this Contract, an Owner's and Contractor's Protective Liability insurance policy for bodily injury and property damage, including death, which may arise in the performance of the Contractor's work, service or operations under this Contract. Coverage shall be on an occurrence basis with a limit not less than \$1,000,000 per occurrence, and the policy shall be issued by the same insurance company that issues the Contractor's Commercial General Liability insurance.

3.5.2.2 Automobile Liability. Contractor shall maintain Automobile Liability insurance with an individual single limit for bodily injury and property damage of no less than \$1,000,000, each occurrence, with respect to Contractor's vehicles

(whether owned, hired, non-owned), assigned to or used in the performance of this Contract.

- 3.5.2.3 **Workers' Compensation.** The Contractor shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services, as well as Employer's Liability insurance of not less than \$1,000,000 for each accident, \$1,000,000 disease for each employee, and \$1,000,000 disease policy limit.

If any work is subcontracted, the Contractor will require Subcontractor to provide Workers' Compensation and Employer's Liability insurance to at least the same extent as required of the Contractor.

3.5.3 **Certificates of Insurance.**

- 3.5.3.1 Prior to commencing work or services under this Contract, Contractor shall furnish the County with certificates of insurance, or formal endorsements as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall identify this contract number and title.

If a policy does expire during the life of the Contract, a renewal certificate must be sent to the County fifteen (15) days prior to the expiration date.

3.5.4 **Occurrence Basis.**

All insurance required by this contract shall be written on an occurrence basis rather than a claims-made basis.

3.5.5 **Cancellation and Expiration Notice.**

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

3.6 **REQUIREMENT LIABILITY COVERAGE – EXHIBIT D EQUIPMENT:**

Maricopa County will require adequate proof of liability coverage equal to or exceeding the FULL MONETARY VALUE of equipment designated in EXHIBIT 2. Coverage may be provided by means of Designated Insurance Rider, Contract Bond, Cash or Cash equivalent. The designated means of coverage may be at the vendors discretion. However, the intent must be designated at time of bid submittal. Proof of coverage will be required prior to award. The designated means of coverage will be reviewed by Maricopa County Materials Management for compliance prior to award.

3.7 **INQUIRIES AND NOTICES:**

All inquiries concerning information herein shall be addressed to:

MARICOPA COUNTY  
DEPARTMENT OF MATERIALS MANAGEMENT  
ATTN: CONTRACT ADMINISTRATION  
320 W. LINCOLN ST.  
PHOENIX, AZ 85003

Administrative telephone inquiries shall be addressed to:

LONNIE CUNICO, PROCUREMENT CONSULTANT, 602-506-3243  
(cunicol@mail.maricopa.gov)

Inquiries may be submitted by telephone but must be followed up in writing. No oral communication is binding on Maricopa County.

3.8 PRE-BID CONFERENCE:

**THERE WILL BE A MANDATORY PRE-BID CONFERENCE ON MARCH 2<sup>nd</sup>, 2006  
10:00AM AT THE MARICOPA COUNTY MATERIALS MANAGEMENT  
DEPARTMENT, 320 W. LINCOLN ST., PHOENIX, AZ 85003**

3.9 SUBMISSION PRICE CLARITY:

For reasons of clarity all submissions of pricing (Attachment A) shall be priced in the same unit (size, volume, quantity, weight, etc.) as the bid specifications request. Submissions (bids) failing to comply with this requirement may be declared non-responsive.

3.10 INSTRUCTIONS FOR PREPARING AND SUBMITTING BIDS:

**Respondents are to provide one (1) original (labeled) and one (1) copy of their bid as well as One (1) electronic copy of pricing on a CD.** Respondents are to identify their responses with the bid serial number, title and return address to Maricopa County, Department of Materials Management, 320 West Lincoln, Phoenix, Arizona 85003. **A corporate official who has been authorized to make such commitments must sign bids.**



**SIMPLE NETWORK SOLUTIONS, 3243 W. MARK LANE, PHOENIX, AZ 85085**

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: ☒ YES ☐ NO

WILL YOUR FIRM ACCEPT A PROCUREMENT CARD FOR INVOICE PAYMENT? ☐ YES ☒ NO

IF YES, MAY THE COUNTY TAKE ADVANTAGE OF DISCOUNTS OFFERED BY YOUR FIRM IN THIS BID/RFP WHEN PAYING WITH A PROCUREMENT CARD? ☐ YES ☒ NO

PRICING SHEET: B0606274/NIGP 91828/S076707

**1.1 MOBILIZATION SERVICES (Per Section 2.1)**

\* Pricing should given Per Occurance. Delivery - Home Base to Destination = (1 Occurance)

Pick-Up from Destination with Delivery back to Home Base = (1 Occurance)

Set-Up and Break-Down will be provided and priced under 1.2 LAN Tech. Pricing

1.1.1 ZONE 1 (0-25 Miles) \$ 33.00 Per Occurance\*

1.1.2 ZONE 2 (26-50 Miles) \$ 64.00 Per Occurance\*

1.1.3 ZONE 3 (51 - 100 Miles) \$ 117.00 Per Occurance\*

**1.2 PC LAN TECHNICIAN - MOBILIZATION/DEMOBILIZATION (Per Section 2.2 & 2.3)**

\*To Include Set-Up and Break-Down at Destination as Specified in Sec. 2.2

1.2.1 ZONE 1 (0-25 Miles) \$ 442.00 Per Occurance\*

1.2.2 ZONE 2 (26-50 Miles) \$ 462.00 Per Occurance\*

1.2.3 ZONE 3 (51 - 100 Miles) \$ 470.00 Per Occurance\*

**1.3 PC LAN TECHNICIAN - ON SITE SUPPORT - HOURLY**

**Vendor May Provide Supplemental  
Schedule if Applicable for Multiple  
Day Rate Discounts**

1.3.1 ZONE 1 (0-25 Miles) \$ 40.00 Per Hour\* \$ 320.00 Daily Rate\*

1.3.2 ZONE 2 (26-50 Miles) \$ 40.00 Per Hour\* \$ 320.00 Daily Rate\*

1.3.3 ZONE 3 (51 - 100 Miles) \$ 40.00 Per Hour\* \$ 320.00 Daily Rate\*

Terms: NET 30

Vendor Number: W000007052 X

Telephone Number: ~~623/326-2813~~ 602/723-3503

Fax Number: 623/225-7087

Contact Person: ~~Jeff Wilson~~ Kenny Strickbine

E-mail Address: [info@snsbusiness.com](mailto:info@snsbusiness.com)

Company Web Site: [www.snsbusiness.com](http://www.snsbusiness.com)

Certificates of Insurance Required

Contract Period: To cover the period ending April 30, 2007.